

The Library Assistant:

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ANNOUNCEMENTS.

MAY MEETING.

Preliminary Announcement.

Owing to the Easter School, there will be no ordinary meeting in April.

The **May Monthly Meeting** will be held on the **13th of the month** at the **Public Library, Kingston-upon-Thames**, through the kindness of Mr. B. CARTER, Borough Librarian. There will probably be a ramble in the neighbourhood in the afternoon, and in the evening there will be a lantern lecture by Mr. R. A. PEDDIE, entitled "**Printing in the Nineteenth Century.**" It is expected that the Mayor will preside, and an altogether enjoyable gathering is anticipated; full details will appear in the next issue of **THE LIBRARY ASSISTANT**.

THE WOMEN'S COMMITTEE.

The Committee of Women Librarians and Assistants will hold a Conversazione at the Islington Central Library, 68, Holloway Road, N., on April 30th, from 4.30 to 6.30 p.m. There will be discussions upon methods by which women may be induced to take a more active interest

in their profession, and to co-operate with their male colleagues in their efforts to raise the status of librarianship. All women working in libraries are cordially invited. Those intending to be present should notify Miss Gilbert, North Library, 292, Lillie Road, Fulham, S.W., by April 25th.

ELECTION OF OFFICERS AND COUNCIL

The **Annual Election of Officers and Council** takes place in June. Nominations may be sent to the Honorary Secretary, W. C. Berwick Sayers, Central Library, Town Hall, Croydon, **not later than May 18th**. The Officers are : President, Vice-President (who must be a non-London Fellow, Member or Associate), Honorary Treasurer and Honorary Secretary ; and the Council consists of : two Fellows, ten London Members or Associates, and ten non-London Members or Associates.

NORTH EASTERN BRANCH.

ANNUAL ELECTION OF OFFICERS AND COMMITTEE.

The Honorary Secretary of the North Eastern Branch is prepared to receive nominations for Committee and Officers for the ensuing year. The Committee is composed of a Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer, four members, and four associate members. Nominations should be addressed to the HONORARY SECRETARY, R. M. DANIEL, Public Library, South Shields, and must be posted to arrive not later than Tuesday, April 28th.

SOUTH COAST BRANCH.

The next meeting of the South Coast Branch will be held at the BRIGHTON PUBLIC LIBRARY, MUSEUM AND ART GALLERIES, on WEDNESDAY, 29th April. By kind invitation of Mr. ERNEST MALE, Chairman of the Branch, tea will be served at the Pavilion Creamery (just outside the south entrance to the Royal Pavilion), at 5 p.m. The meeting will take place at 6.30 p.m. Mr. HENRY D. ROBERTS, Hon. President of the Branch, has kindly consented to preside, and the following papers will be read :—

"Should Newsrooms be abolished?"

Pro : Miss W. BARNWELL, Worthing Public Library.

Con : Miss M. PAYNE, Worthing Public Library.

"The Kinematograph in relation to Public Libraries."

By Mr. H. MEW, Sub-Librarian, Hove Public Library.

A. CECIL PIPER, Hon. Secretary.

CENTRAL IRISH BRANCH.

The next meeting of this Branch will be held on WEDNESDAY, APRIL 8th, 1914, at the RATHMINES PUBLIC LIBRARY, by the kind invitation of Mr. JOHN ROY, Librarian.

A paper will be read by Mr. T. A. GAY, Senior Assistant Public Library, Thomas Street, Dublin, on "The Display of Newspapers and Periodicals."

LIBRARY ASSOCIATION.

The next Professional Examination will be held from May 4th to 9th, at Caxton Hall, Westminster, S.W., and at other centres in the provinces and abroad. May 4th: Classification; 5th: Cataloguing; 6th: Library organisation; 7th: Library routine; 8th: Literary history; 9th: Bibliography. Last day of entry, April 18th. Application should be made to Mr. Ernest A. Baker, M.A., D.Lit., Caxton Hall, Westminster, S.W.

EDITORIAL.

Mr. James Duff Brown.—The Dark Angel was never more unwelcome than in his last visitation. James Duff Brown had in life the tribute of the respect of all library workers, and those who knew him regarded his friendship as a great thing. Men make events rather than events men, and it was this man surely more than any in this country who moulded a profession out of the unpromising and despised materials of the popular library. Without his books many a librarian in England would be poorer to-day, without the counsel which he gave so freely many an enthusiastic worker would be without enthusiasm. Whatever his school and aspirations, any librarian could turn for help to Mr. Brown with the certainty of receiving it to the full measure of his great powers; whatever his age, he could be sure of considerate advice, encouragement, and really practical help. In a frail, insignificant body he bore the soul of the pioneer and the heart of the enthusiast which never grew old. The shadow of death fell upon him twenty-five years ago, but he defied it manfully through a career of unsurpassed service, and when the final sentence fell he faced it with a clear mind and a smile. He really *knew* library assistants, he was their teacher, their friend, their champion. We are a poorer profession by his death, but we should have been infinitely poorer but for his life.

W.C.B.S.

The Women's Committee.—The Committee of Women Librarians and Assistants, appointed some months ago, has now reached a definite stage in its work. It has prepared as complete a list as possible of all women assistants throughout the British Isles who are not members of the Association, this list comprising six hundred and twenty-eight women. The Council granted a sum of £4 for incidental expenses, and a circular letter

has been sent out to each person on the list. The replies received and tabulated from all parts of the country show an astonishing ignorance of the educational work of the Library Association, as well as of our own, and even from the larger libraries requests have been received for further information. As an outcome of the Committee's strenuous labours, some twenty assistants have signified their intention to join the Association, and various suggestions whereby women may be induced to take a more active interest in their work have also been received. In order to discuss these points more fully, it has been decided to hold a *Conversazione*, of which an announcement appears in this issue. Similar gatherings will also be held in the provinces for those who will be unable to attend the London meeting. It cannot be too emphatically stated that the Women's Committee has no desire whatever to form a separate society for women; it believes that such a step would be against the best interests of the profession, and the work it has set out to accomplish is simply and purely to arouse in women a keener interest in librarianship, and to induce them to co-operate with their male colleagues by taking an active part in the work of the L.A.A. If this Committee is successful in awakening a real live enthusiasm amongst women for the aims of the Association, it will have accomplished a useful work. The information the Committee has already gathered together is very significant; suggesting that a good deal of missionary enterprise is required throughout the country if librarianship is to become a distinctive force. Too much cannot be said against the apathetic attitude of assistants generally; and we wish the Committee all success.

The Easter School.—At this time the air is buzzing with the promise of Easter. The Fourth International School will be the most important meeting of librarians that has been held in England for many years past. The membership, which is more than twice as large as that in any previous year, includes eminent librarians from several parts of Europe; all our Branches are represented; and the Library Association has offered the members a Reception at Caxton Hall, which will be unique in its kind. We hope that the Schools will continue to flourish year by year, and to increase professional and friendly relations between the library workers of all countries. It is gratifying to learn that the Irish Treasury has appointed two members of the staff of the National Library of Ireland to represent that Library at the School, the expenses of the Delegates being paid. This is an example which might well be followed by other libraries, and we are very pleased to record this practical expression of sympathy with the aims of our Association by the authorities of Ireland's National Library.

The Honorary Secretary of the Yorkshire Branch.—It is with regret that we record the resignation of Mr. Norman Treliving from the Honorary Secretaryship of the Yorkshire Branch, owing to pressure of personal occupations. During Mr. Treliving's period of office the membership of this, our largest and oldest branch, has increased beyond any former record in interest and activity, and results have been most gratifying; in achieving this, Mr. Treliving has done much. Specially we would mention the Classes in library economy which were established last year at Leeds. The Association has already recognized the value of Mr. Treliving's work by electing him Vice-President. We would wish Mr. Treliving a happy and successful future and the Yorkshire Branch as enthusiastic and capable a Secretary, as his successor.

COMMITTEE WORK.*

By WILLIAM LAW, Clerk to the Brighton Public Library,
Museum and Art Gallery.

Before treating of committee work in detail, it is essential to know something of the constitution and functions of a library committee. These vary somewhat in the different countries comprising the British Isles, according to the powers entrusted to the committee and the duties assigned to it by the different Acts of Parliament passed from time to time. For instance, a library committee in Scotland has more power than a similar body in England; the former, after appointment, being allowed to carry out its own recommendations, while the latter can only make recommendations which the council may reject if it feels inclined. In many towns, too, the library is under a special local Act and does not come within the scope of the Libraries Acts. But, generally speaking, the principal functions of the committee are much alike throughout the kingdom. It is appointed to see that the library is administered to the best possible advantage; to draw up rules and regulations; to regulate and authorise expenditure; to fix scales of salary for the staff. It decides as to whether the library shall have open-access or indicator, printed or unprinted catalogues, and other much discussed matters which come up from time to time at the meetings of both the Library Association and the Library Assistants' Association. Therefore the meetings of a body with such manifold responsibilities are of considerable importance, and the preparations for the meetings must involve a good deal

*Paper read before a meeting of the South Coast Branch, at Eastbourne Public Library, 16th January, 1914.

of time and trouble. Notwithstanding the importance of the subject, and the fact that the librarian is usually called upon to act as clerk to the committee, this section of library work does not receive the attention it deserves. Many assistants have never had any practical experience of committee work, and there are some who attain to appointments as chiefs without ever having conducted a meeting of a library committee. This is somewhat astonishing, and is not as it should be, when one considers the amount of time that some librarians are employed in preparing for committee meetings. Assistants, if they are to make the most of their profession, must understand how to conduct and prepare for the meetings of library committees. They must also learn how to keep and check accounts; compile reports; write up minutes; draw up estimates of income and expenditure; conduct correspondence; compile schedules for contracts; and other duties of a similar nature, in an orderly and systematic manner. Of course, facility in work of this nature is more easily acquired by one with a wide practical business experience than by the average assistant. At the same time a short explanation of the necessary duties and a few suggestions as to how to carry them out will enable most assistants to conduct a committee meeting, should they be called upon to do so.

It may be well to divide the subject into sections and to consider each one separately. We shall take them in the following order :—

1. Supplies necessary.
2. Preparation for the meetings.
3. Conduct and procedure during meetings.
4. Duties after the meetings.

SUPPLIES NECESSARY.

In the first place, in addition to other essential office accessories, it is necessary to provide a special file on which to place all matters to be considered by the committee. If there are different sub-committees, as there usually are, a file should be provided for each one. A series of rubber stamps, with the name of each committee and sub-committee, is also handy. Every letter and report should be stamped with the name of the committee before which it is to be considered. For instance, three letters may be received, the first requiring the consideration of the Book Sub-Committee, the second the Building Sub-Committee, and the third the General Committee. These would be stamped "Book Sub-Committee," "Building Sub-Committee" and "General Committee" respectively, and placed in a letter basket or similar receptacle, to be sorted out

later and allocated to their different files. Various books are also required. The MINUTE Book is perhaps the most important. It should be strongly bound, and provided with an index, and made of hand-made paper. Foolscap folio is perhaps the best size for the ordinary library. An ATTENDANCE Book for the signatures of the committee who attend the meetings should also be provided, as well as a REQUISITION Book, where particulars of goods likely to be wanted before the following meeting, and work requiring to be done should be entered and submitted to the committee for approval before being ordered. This brings us to ORDER Books. It is well to provide two different sorts; one for ordering miscellaneous goods, and another for books. It is advisable also to have a BOOK LIST Book, where all the books recommended for purchase should be entered, or into which the list should be pasted, and the committee's decision marked against them. Then there is the AGENDA Book. This is required for recording the notes of the meetings and for their permanent retention. It is not necessary to have a very expensive book for this purpose. A quarto memorandum book will usually suffice. Care should be taken to choose a book big enough to take the size of paper used for the agenda. A DONATION Book, PETTY CASH and other ACCOUNT Books are also necessary.

PREPARATION FOR THE MEETINGS.

Having secured our supplies, the next thing is to prepare for the meetings of the committee. This is very important, because the success of the meetings depends a great deal upon the manner in which the business is arranged and the way it is brought before the committee.

NOTICE OF MEETING AND AGENDA.

About a week before the date fixed for the meeting the agenda must be prepared and an intimation sent out to members of the committee. In some libraries a printed form is used with a space at the bottom for the agenda. In such cases the date is filled in and one copy typed or written with copying ink and transferred to a gelatine or other form of copier. This system generally acts very well, but perhaps the most satisfactory way, at all events if more than twelve copies are required, is to mimeograph the whole thing and send it out on quick-drying typewriting paper. The agenda will vary somewhat according to the size of the library and the nature of the business to be transacted, but under ordinary circumstances the following notice of meeting and agenda, which should be on headed paper,

will be found useful as a pattern. The numbers are added for convenience in referring to the items :—

Dear Sir,

A meeting of the Library Committee will be held in the Library Hall, on Friday next, the 23rd inst., at 5 p.m.

Yours faithfully,

JOHN SMITH,

Librarian and Clerk.

AGENDA :—

1. Minutes.
2. Accounts.
3. Report of the Librarian (Copy herewith).
4. Donations.
5. Requisitions.
6. List of books recommended for purchase (Copy herewith).
7. Correspondence.
8. Other business (if any).

It is frequently advisable to provide the Chairman with an extended agenda, with the items set out more fully than in the original. For instance, Item No. 7 might be amplified as follows :—

7. Correspondence :—

- (a) Letter from Mr. Brown complaining of style of fiction.
- (b) Letter from Mr. Jones conveying his thanks for courtesy shown.

A copy of this extended agenda should be pasted in the left side of the agenda book, leaving the right side free for notes of the meeting.

Everything should be ready for the committee; the minutes of the previous meeting must be written up. All matters to be considered should be placed on the file in the order of the agenda. A copy of the minutes of the council, or other body authorising the appointment of the committee, with the dates of the meetings and the names and addresses of all the members, should be secured and placed conveniently on the file for easy reference, if required. The requisitions for goods and other things wanted before the following meeting should be written into the Requisition Book. All donations received since the previous meeting must be entered in the Donation Book, and particulars of the books recommended for purchase copied into the Book List Book. The Attendance Book should be placed on the committee table ready for the signatures of members, with the name of the committee and the date of the meeting written at the top of the page.

The ACCOUNTS should be carefully checked and certified by the librarian before the meeting. For lack of time, the committee do not care, as a rule, to examine each account separately. It is advisable, therefore, to attach a list showing at a glance the names of the vendors and the total amounts, somewhat as follows :—

BOOKS :—		£ s. d.
Swan, J. H.	63 0 0
Davies, J.	12 15 0
 BINDING :—		
Hamilton, K.	64 7 8
 MISCELLANEOUS :—		
Gregory, T., Coal	27 4 8

It is well, when listing the miscellaneous accounts, to add the nature of the goods. Sometimes, instead of signing each one separately, the chairman simply signs the list, in order to signify his approval of all the accounts. If, as is the case in most municipal libraries, the accounts are placed in the custody of the Borough Accountant or Treasurer, after they have passed the library committee, it is advisable to copy details of each one into a book before forwarding it on. Previous accounts have frequently to be referred to in checking, and it is much more convenient to refer to them in one's own institution than in another department.

For the information of the committee, librarians generally prepare a brief report of the work of the library since the preceding meeting of the committee, giving particulars of the cash receipts, the number of volumes issued in the different departments, daily averages, number of borrowers, tickets issued and cancelled, as well as the figures for the corresponding period for the previous year. Some, however, not only give the statistics, but they also include a list of the principal donations and any items of interest connected with the library, such as a special innovation, a visit of an important personage, the success of a member of the staff, etc. Any recommendations considered necessary may also be made in the report. If this is duplicated beforehand and sent out with the agenda it does not require to be read at the meeting, and consequently saves time.

In most libraries a book sub-committee is appointed. This sub-committee is usually selected from the members of the library committee, and as a rule consists of men specially qualified by their knowledge of books and literature to advise as to the purchase of new works. It is the duty of this sub-committee to suggest books which they are prepared to

recommend for purchase. These books suggested by the book sub-committee, as well as those recommended by the librarian, staff, and public, should be written on slips and arranged in classified form or in alphabetical order. The list should then be duplicated and forwarded, with the agenda, to the members of the full committee. This gives them time to look it over and be ready at the meeting with their suggestions. All sorts of questions may be asked concerning the books on the list; it is therefore advisable to have information about them conveniently to hand. Reviews and notices in the library, dealing with the works on the list, should be handy in case someone may want to refer to them. It will facilitate reference if the name of the periodical in which the book is reviewed is noted on the slip at the time of writing.

CORRESPONDENCE is a subject on which there should be no difficulty. If there is a letter of importance which has to be considered, it should be placed specially on the agenda, and not under this heading. But letters are frequently received making complaints, suggestions, etc., which are not worthy of being specially included. These come very well under the heading "Correspondence."

CONTRACTS.—The receiving and opening of tenders is a matter with which the majority of committees have to deal from time to time, and it is the duty of the clerk to see that the proper specifications, schedules, and tender forms are sent out and that they are submitted in good time for the meetings of the committee. These vary according to the work to be done. In many cases they are very elaborate and require a great deal of time and thought. Of course, it sometimes happens that the council themselves accept the tenders, and in such cases the librarian is relieved of this work. But he must be prepared, if called upon, to draw up specifications for the supply of stationery, coals, coke, cleaning materials, brooms and brushes, uniforms for attendants, newspapers, bookbinding, as well as the printing of various catalogues, reports, etc. It is usual, in asking for tenders, to request that the envelope be marked in the corner with the subject tendered for, such as, say, "Tender for printing," so that it can be identified and left unopened until the meeting at which it is to be considered. This is generally more satisfactory than opening the tenders beforehand. Of course, there may be cases when it is advisable to have the tenders opened and sorted out ready for the committee.

The last item is OTHER BUSINESS (IF ANY).—Sometimes this is called "General Business," but perhaps the first-named is the most satisfactory title. It frequently happens that there is no business under this heading, but it is well to include it,

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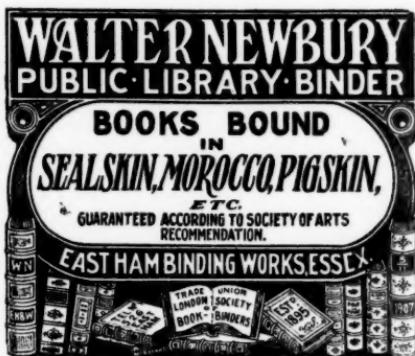
- No. 1. The Grammar of Classification. By W. C. BERWICK
SAVERS, Croydon Public Libraries; Honorary Secretary
of the L.A.A. (Second Edition). Price six-pence.
- No. 2. Libraries in Rural Districts. By HARRY FARR, Cardiff
Public Libraries. (A few left). Price three-pence.
- No. 3. The Development of Notation in Classification. By H.
RUTHERFORD PURNELL, Public Library of South
Australia. Price three-pence.
- No. 4. Report on the Hours, Salaries, Training, and Conditions of
Service of Assistants in British Municipal Libraries.
(A very few left). Price six-pence.

Now ready also:

- No. 5. Ideals: Old and New. By E. WYNDHAM HULME, B.A., of
the Patent Office. Price three-pence.
*Union Class List of the Libraries of the Library and Library
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Town Hall, Croydon. Postage one penny extra.

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FOR SALE.

Mrs. Carter is desirous of selling the following Books, which formerly belonged to the late Mr. A. H. Carter, one time Hon. Librarian of the Association. Communications should be addressed direct to Mr. R. B. Wood, Public Library, Buckingham Palace Road, S.W.

Louisy, P. *Le livre* (half red mor.).

Edwards, E. *Memoirs of Libraries*. v. 1. (Greenwood edn.).

Greenwood, T. *Public Libraries*. 1894.

Transactions of 2nd Int. Conference. 1897.

Library. (1st series). v. 4-10 (buckram).

Library Association Record. v. 1-8 (buckram).

Library Assistant. v. 1. (cloth).

" " v. 1-7 (buckram).

" " v. 8-10 (unbound).

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President of the Library Assistants' Association.

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By H. W. FOVARGUE,

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as something occasionally transpires, between the time of sending out the notice and the meeting itself, which it is advisable to deal with at once. With the consent of the meeting and the approval of the chairman, business of this nature can generally be brought forward here. Other unimportant items are usually taken at this stage.

Everything now being ready for the meeting, the CONDUCT AND PROCEDURE DURING THE MEETING is the next consideration. It is not intended here to treat of the rules of procedure in so far as they relate to motions, amendments, discussions, etc. although it is well to have a knowledge of such matters. That information is given in the "Chairman's Handbook," by Sir R. F. D. Palgrave. The idea is rather to show what part the librarian is supposed to take in the proceedings as clerk to the committee. His duties in this connection are very important. Great diplomacy and tact are frequently necessary in a committee, and, although the chairman is supposed to conduct the meeting, it is well known that the promptings and assistance of the clerk or the librarian are of the greatest value. The majority of chairmen know this and appreciate it, and they generally take the advice of the clerk and conduct the meeting according to his suggestions. But apart from prompting the chairman and taking notes of the meeting, the clerk is frequently called upon for his advice and information. This should be given as clearly and briefly as possible. All business should follow in order of the agenda unless there is any special reason for altering the sequence.

In treating of the procedure to be followed, we shall take the agenda already submitted and go through it very briefly item by item. The first business is the reading of the minutes. These are usually read by the clerk, and, if approved, signed by the chairman. While they are being read, it is a good plan to get the members to pass round the attendance book for signature.

In considering the ACCOUNTS, it is usual to call out the name of the vendor and the total amount of each account. This is facilitated if a list similar to that already mentioned is attached. But, if desired by a member, it is advisable to give full details or to pass the accounts round for inspection. The Petty Cash Book, duly balanced, should be submitted with the accounts, and signed by the chairman. All other accounts should also be signed or initialled by the chairman, in accordance with the practice in vogue in the institution.

The REPORT OF THE LIBRARIAN, if duplicated and sent out beforehand, is usually taken as read, and, unless it contains any suggestion requiring special consideration, is frequently approved

without discussion. It is well to get the committee not only to agree that the report should be approved, but also that it should be entered on the minutes. Reports of the librarian ultimately become valuable as showing the history of the library. It is not necessary to waste time in writing the report, as a mimeographed copy, if neatly done and pasted in, looks very well. Some librarians send out with the report a list of DONATIONS for the period from the preceding meeting, but in addition, it is well to submit the Donation Book to the committee for their consideration and the signature of the chairman. In the majority of cases the ordinary formal resolution of thanks will suffice, but in cases where a donation of particular value has been given, it is advisable to pass a special vote of thanks.

The items in the Requisition Book are read and, if approved, the chairman attaches his signature.

In the LIST OF BOOKS RECOMMENDED FOR PURCHASE the committee frequently have three points to consider, viz. :—

1. Question of purchase.
2. New or secondhand.
3. Lending or reference.

Their decision in these matters should be recorded in the Book List Book. The question of deciding items 2 and 3 are generally left in the hands of the librarian. If a Public Suggestion Book is kept it should be considered immediately after the Book List.

In connection with CORRESPONDENCE, it is well to read all letters on matters which have to be considered by the committee, or at all events to give a clear summary of them. The mode of dealing with the correspondence, as well as the last item on the agenda—"Other Business"—will depend on the nature of the letter or the business brought forward, but the resolution of the committee with regard to each subject should be noted.

Having come to the end of the agenda, and consequently to the end of the meeting, it is now time to deal with the duties after the meeting. The first and foremost duty is obviously to write the minutes. These should contain the date of the meeting and a list of the persons present, followed by the decision of the committee with reference to other matters in the order of the agenda. In writing the proceedings, no comment should be made and no notice taken of debates and speeches; only the actual finding of the meeting should be recorded. For convenience of reference, the minutes of each meeting should be indexed up to date. It is customary, at all events in municipal libraries, in addition to writing the minutes, also to have them printed and submitted for the approval of the council. In such

cases it is usual to print only the proceedings which actually require confirmation. These proceedings may be sent forward either in the form of minutes or as a report from the library committee. But the duties do not close when the minutes are written up. The donors have to be thanked, and all correspondence dealt with at the meeting has to be answered. Instructions have to be given to proceed with work sanctioned by the committee, and goods requisitioned and approved must be ordered. Of course, where the approval of the Council, as well as the library committee, is required, it will be necessary to wait till they have given their sanction before proceeding with those matters.

PROCEEDINGS.

MARCH GENERAL MEETING.

The March General Meeting was held at Dr. Williams' Library, Gordon Square, W.C., on Wednesday, 11th March, 1914, by kind invitation of the Librarian, the Rev. Francis H. Jones, B.A. There were present about 40 members and friends. From 7.30 to 8 p.m. refreshments, kindly provided by Mr. Jones, were served, and members had the opportunity of inspecting the library, containing about 50,000 volumes, as well as an exhibition, specially prepared for the occasion, of some of the literary treasures, including the original of Crabb Robinson's Diary, many rare manuscripts, old Bibles, and volumes of curious pamphlets.

The Meeting was presided over by Mr. Jones. At the outset of the proceedings the Hon. SECRETARY made sympathetic reference to the death of the late Mr. James Duff Brown, and at the conclusion of Mr. Sayers' remarks, all present stood, as a mark of respect to the memory of one whom the speaker characterised as "this great modern librarian."

The CHAIRMAN then gave a brief sketch of the history of Dr. Williams' Library, which was founded in 1716, by Dr. Daniel Williams, a Presbyterian Minister. The Library was primarily intended for students of theology, ecclesiastical history, comparative religion, and kindred topics. Founded at a time when the disabilities of non-conformists placed them at a considerable disadvantage so far as public institutions were concerned, everything was done as far as possible to meet the needs of dissenting students. At present considerable use is made of the Library by the students of the neighbouring colleges, particularly University College. It is principally a library for home reading, and within recent years the issues to provincial readers have risen very considerably. Books are occasionally issued to readers on the Continent and have even been sent as far as India. For some time the library had a regular borrower residing in Jamaica. The issues total 22,000 volumes per annum. The CHAIRMAN cheerfully admitted that his knowledge of book classification was slight and needed extending, and he therefore had considerable pleasure in calling upon Mr. A. J. HAWKES, of the National Library of Wales, to read a paper on "THE LIBRARY OF CONGRESS CLASSIFICATION," which will appear in a future issue of this Journal.

The discussion was opened by the CHAIRMAN, who said there was no scheme of classification in use at Dr. Williams' Library, and he referred humorously to the quarterly classified numerical summary of the additions which had to be prepared.

Mr. L. C. WHARTON (British Museum) asked Mr. Hawkes if there were any official definitions of the terms used in the scheme. Mr. HAWKES replied

in the negative. The HON. SECRETARY said that, as the scheme provided the most rapid service that existed in any national library, it was of proved practicability. Its basis was clearly the Cutter scheme and the subdivisions were erudite and skilful. It was marred, however, by the national divisions of specific subjects which frustrated the law of classification that like things should come together. For instance, the socialism of Germany and France were divided, and there were differences in the subject, but German socialism was more like French socialism than it was like any other thing German. The notation was ingenious, but utterly inferior to Dewey. On the whole the scheme was a contribution to librarianship of immense value and its study was fruitful in useful suggestions.

Mr. J. D. STEWART (Islington) thought that the published scheme was considerably puffed out by the constant repetition of tables which might easily have been printed once and placed as categorical tables at the beginning, as in the "Subject" classification, and not repeated under every class, with the result that the size of the tables was magnified beyond all proportion to practical need.

Mr. J. WARNER (Croydon) said he was pleased to have Mr. Hawkes' assurance that the scheme was an easy one to memorise, and that its difficulties were as a rule soon solved. He was of opinion that the scheme was unsuitable for the average public library, and that it would have to be practically re-cast before it could be adapted for British library purposes.

The meeting terminated with the usual votes of thanks. In reply, Mr. JONES referred to his pending retirement, and said that he was glad to have been able to welcome the Association while he still held office.

DEMONSTRATION IN BOOK PRODUCTION AT ST. BRIDE INSTITUTE.

The Association is indebted to Mr. R. A. Peddie for many good things, not the least of which was the opportunity of witnessing at the St. Bride Typographical School a demonstration of various book production processes. The meeting took place at 6 p.m. on Wednesday, 25th February last, about 25 members and friends availing themselves of the privilege. The visitors were received at the School by the Principal, Mr. J. R. Riddell, whose interest in the work of our Association was no less marked than that of Mr. Peddie, and a tour, lasting nearly two hours, of the various class rooms was then made. The working of the monotype machine was first explained, and as the visitors passed from one room into another they were favoured with practical exhibitions of hand type-setting, and imposition, each demonstration being explained in an interesting manner by Mr. Riddell. An inspection of the processes of lithography, and colour-printing concluded a most interesting visit, a memento of which was given to each of the party, in the shape of his or her name set up on the Linotype machine.

An excellent substitute for the lecture which was to have been delivered by Mr. C. T. Jacobi, was afforded in a visit which was afterwards paid to the L.C.C. Central School of Photo-Engraving, Bolt Court, E.C. The visitors were cordially received by the Principal, Mr. A. J. Bull, who personally conducted the party over the institution. Space will not permit of a detailed account of this visit. It is sufficient to say, however, that from the time the members reached the School, about 8 p.m., until they left at 9.30, they were favoured with a demonstration of the various processes, including photo-engraving, collotype and etching, which was at once interesting, fascinating and instructive. The pleasure of the visit was enhanced by the extreme courtesy shown by every one at the School.

G.R.B.

YORKSHIRE BRANCH.

A meeting of the Yorkshire Branch of the L.A.A. was held in Bradford, on Wednesday, March 18th, the President, Mr. J. B. ELLISON, being in the chair. A paper was read by Mr. W. POLLITT (Leeds), on "MUNICIPAL LIBRARIANSHIP: A RATIONAL VIEW." The Speaker outlined the tendencies in librarianship in recent years, and pointed out that librarians were no longer the mere guardians and showmen of books, but were guides, aiding and guiding the public to the best literature in any sphere of human knowledge. This change in the conception of the duties and functions of librarianship necessitated better educational qualifications on the part of librarians and assistants; and, while many chief librarians had advanced both in professional qualifications and remuneration, in too many cases the assistants had been at a standstill. Bearing in mind the evolutionary development of the public library on the lines of a "People's University," the speaker emphasised the necessity for all engaged in public library work to equip themselves thoroughly for their calling, and strongly condemned the apathy of many assistants in this matter. A discussion followed, in which Messrs. BUTTERFIELD, HAXBY, PARSONS, PROCTOR and the PRESIDENT joined. Mr. HAXBY (Leeds) followed with a paper on "PSYCHOLOGICAL STUDIES IN THE NEWS ROOM." In this paper the speaker pleaded for a brotherly and sympathetic reception and treatment of all classes frequenting our public libraries and reading rooms.

Mr. R. W. PARSONS (Bradford) was elected unanimously to be HON. SECRETARY of the Branch in place of Mr. N. TRELIVING (Leeds), resigned.

MIDLAND BRANCH.

ANNUAL REPORT OF THE COMMITTEE FOR 1913.

The Committee have pleasure in presenting the following report on the work of the Branch for the year ending December 31st, 1913.

On that date the total membership was 49, comprising Honorary President, 4 Honorary Vice-Presidents, 1 Fellow, 30 Members, and 13 Associates, as against Honorary President, 4 Honorary Vice-Presidents, 2 Fellows, 20 Members, and 14 Associates, or a total membership of 41, on December 31st, 1912. During 1913, 1 Member resigned in consequence of promotion to a library outside the Midlands, 1 Fellow and 2 Associates ceased their connection with the Branch through inability to attend its meetings, and 4 Associates left the profession.

The following meetings were held during the year:—

31st January. Third Annual Meeting at Birmingham. Address by the Chairman, Mr. H. W. Checketts, at the Central Public Library, on "The Brussels and Paris Easter Schools of the L.A.A." Evening meeting at the Birmingham Law Society. Paper: "The Public Library of To-day and To-morrow," by Mr. W. Ewart Owen.

9th April. At Walsall. Visit to the leather works of Sir E. J. Holden and Son. Address on "The Local and Staffordshire Collection at Walsall," by Mr. Alfred Morgan. Chairman's Address, by Mr. H. Grindle.

29th May. Annual Open Meeting at Leamington, arranged by Mr. W. Ewart Owen. Ramble to, and inspection of, Guy's Cliffe. Tea at Royal Pump Rooms, by invitation of the Mayor and Mayoress. Inspection of the Baths and Public Library. Paper by Mr. S. H. Grace on "The Juvepile Library." Concert in Jephson's Gardens.

1st October. At Stourbridge. Visit to Kinver. Paper by Mr. T. Riley on "James Russell Lowell."

20th November. At Rugby. Visits to Rugby School, the Temple Reading Room and Art Museum. Reception and tea at Benn Buildings.

Paper by Mr. R. Fenley, "Are Museums desirable in connection with Public Libraries?"

A party of members attended the Annual Meeting of the General Association at Nottingham on June 17th, and spent a profitable and enjoyable half-day.

All of the meetings were entirely successful, but on one or two occasions the attendance was not so large as could have been wished. The tone of the meetings has been distinctly good, and the discussions which have followed most of the papers have shown a marked improvement in the debating powers of members.

The Committee have again to express their high appreciation of the action of the Birmingham and District Library Association in continuing to hold their preparatory classes on the Library Association syllabus. The Committee of the Branch ascertained by circularising members, that there would be few students this year for a class in Library Routine, and in consideration of this and other circumstances, the Birmingham and District Library Association decided to drop the Routine class for this year. The Classification and Cataloguing classes are being held, and the attendance is the largest yet reached in the former subject.

On behalf of the Branch, the Committee tender their warmest thanks to the following for assistance kindly rendered in various ways:—Mr. Walter Powell; Dr. A. A. David; Messrs. R. Fenley and C. P. Hastings, M.A.; Councillor Loverock; Messrs. Alfred Morgan and A. K. Morgan; Councillor Dr. J. F. O'Meara; Mr. W. Ewart Owen; Lord Algernon Percy; Mr. H. Ridley; The President and Council of the Birmingham Law Society; Messrs. E. J. Holden and Son and the Mayor and Mayoress of Leamington.

Reviewing the year's work, the Committee are of opinion that considerable progress has been made, and that the affairs of the Branch at the present time are in a very satisfactory condition. At the same time, they hope for improvement and extension in almost all directions and confidently ask for the hearty co-operation of members for this purpose.

MIDLAND BRANCH.

STATEMENT OF RECEIPTS AND EXPENDITURE, 1913. RECEIPTS.

	£ s. d.
By Subscriptions due 1912,	
received 1913 0 10 0	
" Subscriptions due 1913 8 15 10	
" Donation (anonymous) 0 5 0	

£9 10 10

EXPENDITURE.

	£ s. d.
To Deficit as per Balance Sheet, 1912	0 8 5
" Proportion of Subscriptions due to Central ...	6 7 4
" Expenses of Hon. Secretary	0 15 7½
" Expenses of Hon. Treasurer	0 4 9½
" Printing	0 8 0
" Balance in hand	1 6 8

£9 10 10

Audited and found correct,
G. L. BURTON.

MIDLAND BRANCH.

A memorable gathering of Midland Branch members took place on Thursday, March 12th, the feature of the occasion being the visit to the

Midlands of Mr. W. C. Berwick Sayers, the Hon. General Secretary of the Association, who addressed the Branch on the subject of the Easter Schools.

In the afternoon a party of members, about twenty strong, accompanied by Mr. Sayers, visited the Cattell's Grove paper mills of Messrs. Smith, Stone & Knight, Ltd., Birmingham, and were there shown the various operations connected with the manufacture of wrapping papers. The visit proved extremely interesting, most of the processes witnessed being identical with those practised in the making of book papers.

The party took tea in Birmingham, afterwards proceeding by tram to the West Bromwich Public Library, where more members and assistants on the West Bromwich staff were met. Mr. G. O. Hodges, Librarian of West Bromwich, showed members round his very attractive Library, after which the business of the evening was commenced.

The minutes of the previous meeting having been read, the Secretary announced that the re-elected Hon. Vice-Presidents had all expressed their willingness again to accept office. A letter was read from the newly-elected Hon. Vice-President, Mr. F. C. Morgan, who also accepted office.

A vote of condolence with the widow and family of the late Mr. J. D. Brown, Librarian of Islington, was passed by the members standing, high appreciation being expressed of the deceased gentleman's invaluable work in the library field.

Mr. SAYERS then delivered his address, entitled "What Librarians may learn from other countries; a history of the Easter Schools of the L.A.A." For an hour and a half, the time occupied by the address, the speaker held the entire interest of his audience. He outlined what had been seen and done at the three Easter Schools which have already been held, his remarks being illustrated by a most interesting series of limelight views, showing many of the scenes and incidents of the tours. To say that his audience was amused by the delightful manner in which Mr. Sayers reminiscened over the pictures thrown on the screen, would be to convey but an inadequate idea of the enjoyment of the meeting. The address was brought to a conclusion all too quickly with an outline of the programme of the forthcoming School, and views of some of the buildings and places to be visited at Oxford. Some remarks having been made by Messrs. H. M. Cashmore and H. W. Checketts, both of whom were members of the last Easter School, a very cordial vote of thanks to Mr. Sayers for his address was passed, to which he responded.

It was resolved that the Secretary of the Branch be requested to represent it at the forthcoming Easter School, the Branch to defray a proportion of his expenses for this purpose.

One application for membership, and three from lady assistants for associateship of the Branch were submitted and unanimously approved.

The proceedings terminated with votes of thanks to the Library Committee and Librarian of West Bromwich, and Messrs. Smith, Stone & Knight, Ltd.

NORTH EASTERN BRANCH.

A well attended meeting of the North Eastern Branch was held at Newcastle on Wednesday, March 18th. In the afternoon the members visited the Laing Art Gallery and viewed the Special Loan Collection of Works by Modern Artists. The members were then entertained to tea by kind invitation of Mr. W. H. Gibson, Chairman of the Branch. Tea offered a pleasant opportunity for the discussion of library topics and the exchange of district news.

The general meeting took place in the evening, in the Lending Department of the Central Public Library; for this privilege the thanks of

the members were heartily accorded to the librarian, Basil Anderton, Esq., M.A. An interesting lecture was delivered by Mr. W. H. GIBSON on "Illustration Methods." He examined all the various methods of illustrating books from early wood engraving to the latest developments of three-colour and multi-colour processes. He described minutely and with admirable clearness the details that went to make the perfect reproduction. He finished his lecture with a comparison of the various types of illustration and how one could distinguish, from viewing the print, the process which had been employed in its reproduction. He voiced a warning against the destruction of out-of-date books, which, although useless from a literary point of view, might contain splendid and valuable illustrative work. To illustrate his lecture, Mr. Gibson displayed negative, screens, blocks, prints partially printed, and finished prints. These examples, which formed a large and interesting exhibition, were afterwards more closely examined by the members and the points mentioned by the lecturer noticed and appreciated. A hearty vote of thanks to Mr. Gibson for his helpful lecture and for the trouble he had taken in its preparation, concluded the meeting. Owing to the lateness of the hour a paper by Mr. R. N. A. Miller, on "Bookplates," had to be held over for a future meeting.

SOUTH WALES BRANCH.

The February meeting was held at the Cathays Branch Library, Cardiff, on Wednesday, the 11th inst., when Miss G. THOMAS (Penarth), and Mr CHARLES SEXTON (Cardiff), read papers on "The Feminine Question in Public Libraries."

Mr. R. G. Williams (Chairman of the Branch) presided over an exceptionally well attended meeting. Miss THOMAS traced the growth of female influence and labour in Public Libraries. She believed that women possessed ideal qualifications for library work, and that in one department, viz., work with children and the management of Children's Halls, women were indispensable. Female assistants were sitting for the L.A. examinations, and qualifying rapidly, and in the opinion of the speaker, they were not fairly treated in the matter of promotion. She contrasted the position and treatment of women in American Libraries with the conditions which prevail in our own country. Mr. SEXTON stated that female labour was introduced into public libraries owing to the lack of suitable males, and also because it was economical, cheap, and plentiful. He strongly contested the statement that work with children was solely within woman's province. Men were quite capable of doing the work. He instanced Mr. Ballinger's work with children. Mr. Sexton believed that female labour had considerably lowered the status of the profession. It had also lowered the wages. These two facts were obvious in the business world. In conclusion, he paid a tribute to the female assistants at Cardiff, who had, on the whole, loyally supported the South Wales Branch of the L.A.A. since its inception. A brief discussion ended the meeting, which was followed by a very enjoyable tea, provided by Miss J. Dovey and the Staff of the Cathays Library.

CENTRAL IRISH BRANCH.

The March meeting was held at the National Library of Ireland on Wednesday, March 11th, when Mr. PATRICK J. O'CONNOR read an instructive and entertaining paper on "Dr. Johnson, his Critics and Biographers," before a large audience. The chair was taken by Mr. T. W. LYSTER, M.A.

The speaker introduced his subject by a short but vivid account of the large part Dr. Johnson played in the world of letters in his own day, and showed that this supremacy among his contemporaries has been amply sustained by critics of succeeding generations. Mr. O'Connor's

picture of Johnson's most famous biographer—Boswell—was particularly amusing, and he showed that the latter's visit to Ireland, together with Dr. Johnson's letters to Charles O'Connor (author of "Dissertations on the History of Ireland"), advocating a systematic study of the Irish language and literature, had a special interest for Irishmen. The lecturer then dealt with the various personages whose names are closely associated with that of Dr. Johnson, and concluded with an appreciation of his greatness and his strong objection to all kinds of cant and hypocrisy.

An interesting discussion on "Upon what does Dr. Johnson's immortality rest—on his writings or Boswell's biography?"—was taken part in by Messrs. T. W. Lyster, M.A. (Librarian, National Library of Ireland), John Condon (Librarian, Royal College of Science), T. Gay (Thomas-street, Dublin), L. Darcy (Capel-street, Dublin), W. F. Toolan (Charleville Mall, Dublin), J. D. McQuiston, E. J. Behan and J. Toomey (of the National Library of Ireland).

OBITUARY.

MR. JAMES DUFF BROWN.

The death of Mr. James Duff Brown, which occurred on Thursday, February 26th, removes from the library world one of the best known and most influential of its leaders. Born at Edinburgh in 1862, Mr. Brown commenced work in a publisher's office in Edinburgh, and afterwards in Glasgow, but soon turned his attention to public library work. In 1878 he was appointed an assistant in the Mitchell Library, Glasgow, and received his first professional training under Mr. F. T. Barrett. This position he held until 1888, when he was appointed first librarian of the Clerkenwell (now Finsbury) Public Library, a post which he occupied until his appointment, in December, 1904, as Borough Librarian of Islington.

Mr. Brown was essentially practical and progressive, and these traits are manifest in the numerous improved methods of library administration that owe their conception and practicability to him. These methods are so well known that it is unnecessary to mention them specifically. An exception, however, may be made in the case of the safe-guarded open access system. Mr. Brown, who was the first to organize open access on properly systematized methods, lived to see the system pass from the stage of bitter controversy to that of practical politics, and each year sees the addition of more converts to open access methods. It is generally thought that Mr. Brown obtained his first idea of the open access system from the free and easy methods of issue he saw in operation in some of the American libraries visited by him in 1893; this was not so. In 1892, the year before his visit to America as delegate of the Library Association, he contributed to "The Library" an anonymous article, entitled "A Plea for Liberty for Readers to Help Themselves."

Like many other men who have earned the title to fame, Mr. Brown had a retiring disposition and did much for the betterment of the library profession that was not recognized publicly. Several inventions which do not bear his name, including a library indicator, owe their conception to him. Librarians in all parts of the world are indebted to him for personal advice and help. His knowledge was at the service of all, including the lowliest of his juniors, and he was always willing to assist those who came to him for advice and information. It was to Mr. Brown that the founders of the L.A.A. turned for counsel, and to the time of his death he retained a great interest in the work and aspirations of library assistants. He has often discussed with the present writer the educational and other problems of library service, and spoken in commendatory terms of the work of the L.A.A. It is a melancholy fact that, only a week before his death, the Council of the L.A.A. unanimously elected him an Honorary Fellow. This recognition should have been accorded much earlier.

Library assistants, in common with the whole profession, are indebted greatly to Mr. Brown for his writings on professional subjects. In addition to his "Subject Classification;" a "Manual of Library Economy," and other text-books on branches of library administration, he has exerted a very great influence on librarianship by numerous contributions to professional periodicals. He founded, and for many years edited, "The Library World," the distinguishing features of which have been its practical articles, its independent thought, and the mingling of humour among the dry bones of library economy. Mr. Brown had a very ready pen, but was handicapped to some extent by an aversion to public speaking. He rarely spoke at public meetings, but when he did say anything it was brief and to the point.

Librarianship was a hobby, as well as a business, with Mr. Brown. He had a remarkable memory for facts and dates in matters pertaining to library administration, and a very useful knack of detecting immediately the strong or weak points of any scheme projected. Music was another of his hobbies, and the results of this are to be seen in his "Biographical Dictionary of Musicians"; "British Musical Biography"; "Guide to the formation of a Music Library"; and "Characteristic Songs and Dances of all Nations," in collaboration with Mr. Alfred Moffat. Those who were privileged to come into personal contact with Mr. James Duff Brown will know that he combined a vast knowledge of library lore and a love of music with a kind nature and a keen sense of humour, and will ever remember him with deep respect and kindly feeling.

The funeral took place at the Great Northern Cemetery, New Southgate, on Tuesday, March 3rd. Relatives and friends, including a large number of librarians and fellow officers, gathered from all parts to pay their last tribute of respect. The L.A.A. was represented by the principal officers. The coffin was covered by many beautiful wreaths, sent from all parts of the country, testifying to the great esteem in which this famous librarian was held.

H.T.C.

MR. H. E. JOHNSTON.

We regret also to record the death of Mr. H. E. Johnston, librarian of Gateshead, who died on February 3rd, at the age of 47. Mr. Johnston was appointed an assistant in the Gateshead library in 1885, ultimately becoming chief librarian. In his capacity as Secretary and Treasurer of the Northern Counties branch of the Library Association, Mr. Johnston had done good work and his demise is a distinct loss to the profession.

APPOINTMENTS.

*COOPER, Ernest J., of the Battersea Public Libraries, has been appointed Assistant at the Fulham Public Libraries.

The other selected candidates were H. Elphick (Streatham) and *John B. Ladley (Kensington).

*DUMENIL, Rosine L., Senior Female Assistant, Hackney Public Libraries, has been appointed in charge of the Clapton Branch Library, Hackney.

*LYNN, P. W., Junior Assistant, St. Bride Foundation Library, has been appointed to a similar position in the Ealing Public Library.

*Member, L.A.A.

NEW MEMBERS.

Member: W. A. Brisee (Nottingham); Harold Hart (Burnley).
Associate: Miss E. M. Darling (Chelsea); The Misses A. V. Denton, D. L. Seaman, and D. M. Vinsen (all of Islington).

Midland Branch: **Member:** S. F. Grace (Leamington Spa). **Associate:** The Misses L. M. Heaton, L. W. Pane and F. M. Parry (all of Birmingham).

Central Irish Branch: **Member:** Messrs. F. J. Byrne and Peter Doyle (both of the National Library); W. F. Toolan (Dublin). **Associate:** E. J. Behan (National Library); J. Toomey (Dublin).